




Title Awards of Recognition Policy

Approved by Council	Date: Nov. 28, 2022
Policy Review Notification	Date: Oct. 25, 2022
Policy Review	Date: Sept. 26, 2022
I certify this to be a true copy of the Awards of Recognition Policy as adopted by the Council of the Municipality of the County of Richmond at a Public Meeting held November 28, 2022.	
	
Shelley David Municipal Clerk	

1. Policy Statement

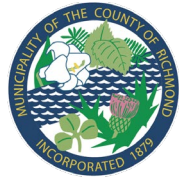
It is the policy of the Municipality of the County of Richmond, to provide recognition of employee loyalty and dependability over a period of years, and also to recognize excellence in service delivery and high-quality work performed by our employees.

2. Objective(s)

- a) Encourage management to recognize employee loyalty, excellence and innovation.
- b) Create employee interest in loyalty, dedication, and innovation in the area of workplace improvement.
- c) Improve and recognize employee commitment and morale.
- d) Ensure that loyalty, dedication, achievement, and high-quality work of employees are appropriately recognized.

3. Definition

- a) Employee – Employee in this policy will collectively include all Full Time, Part Time and Seasonal employees. Casual, Term and Temp employees are not covered in the provisions of this policy.
 - i. **Full time Employee** – one who occupies a regular position in the organization and works the regular hours of 35 hrs per week.

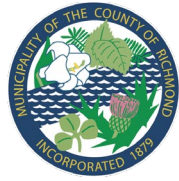


- ii. **Part Time Employee** – one who occupies a regular position in the organization and normally works less than 35 hrs per week.
- iii. **Seasonal Employee** – means an employee who was a regularly scheduled lay-off period each year. Seasonal Employees work full time hours during their season(s) of engagement.
- iv. **Casual Employee** – means one who is employed on a day-to-day basis as required, or for short term work not performed by a full or part time employee. Casual employees will not be continuously employed for more than 10 weeks.
- v. **Term Employee** – one who is hired for a specific purpose and period of time.
- vi. **Temp Employee** – one who is hired between May 01 and Oct 15 to assist employees of the organization or to perform additional short term work assignments.

4. Qualification

- a) The Municipality shall annually recognize those employees who are retiring and those employees who have been employed in the Municipality for an extended period of time:
 - i. Employees who are retiring shall be recognized with an appropriate gift, together with the retirement benefits as specified in Council remuneration policies.
 - ii. Employees who demonstrate dedication and loyalty, through long service with the Municipality will be recognized as follows:

• 5 years	- Certificate and pin - suitable gift of	\$ 50.00
• 10 years	- Certificate and pin - suitable gift of	\$100.00
• 15 years	- Plaque with municipal crest - suitable gift	\$150.00
• 20 years	- Plaque with municipal crest - Appropriate gift	\$200.00

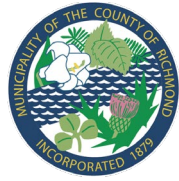


- 25 years - Plaque with municipal crest \$ 300.00
- Gold watch, ring or pendant
- 30 years - Plaque with municipal crest
- Painting or remembrance significant to municipal unit
- Gift \$ 500.00
- 35 years - Plaque with municipal crest \$ 750.00
- Gift
- 40 years - Plaque with municipal crest \$1000.00
- Gift

- iii. The Municipality will provide awards for special achievement to employees, in recognition of contribution in the following areas:
- iv. the successful achievement of a specific project or program, by an individual/or department/or entire staff;
- v. achievement of safety milestones, by department, or entire staff;
- vi. in recognition of an innovation or idea submitted by an individual, or department staff;
- vii. The award for this category will be evaluated by the C.A.O., from a recommendation from the Department Head, and the award will be a suitable gift/certificate/recognition as determined by the C.A.O.

5. Responsibilities

- a) Municipal Council will be responsible to:
 - review, amend and adopt the awards of recognition policy;
 - support the C.A.O. and staff, in implementation of policy;
- b) The C.A.O. will be responsible to:
 - implement the awards of recognition policy;
 - consider, and make decisions, regarding the award of special achievements,
 - Provision of appropriate recognition, and organization of recognition and event.
- c) The Department Heads will be responsible to:
 - make employees aware of the awards for service, and the awards for special achievements;



- recommend recognition to the C.A.O. for awards of long service or special achievements.
- d) All employees will be responsible to:
 - be familiar with the awards of recognition policy, and provide suggestions to their Department Head.

6. Timing

The recognition of retirement, long service and special achievement awards will be made at an annual awards function determined by Council and CAO.

Policy Review/Amendment Schedule

This Policy was last reviewed :

Date of Review	Formally advertised and amended by Council
Sept 26 – Oct 25, 2022	November 28, 2022
May 8, 2006	June 19, 2006

Next Scheduled Review is Fall of 2025.